

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD IN THE EOC
MINUTES OF WEDNESDAY, JUNE 17, 2015**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Jeff Smith, Fire and Building Safety; Lori Stich, Finance; Nick Flaherty, WWTP; Mike Thiry, Utilities (electric); Steve Benoit, recreation; Jake Larsen, Liquor Stores; Tanner Anderson, Streets; Tony Siebert, Arena; Amy Humphrey, Police; Jim Lebrun, building maintenance.

Members absent: Lauren Wipper, Human Resources; Kris Paulseth, Parks; Eric Volk, Utilities (water)

1. Call meeting to order

The Safety Committee was called to order at 1:33 p.m.

2. Approve the Agenda for 06/17/2015

Motion to approve agenda was made by Steve Benoit and seconded by Jim Lebrun. Motion carried.

3. Approve the 05/20/2015 Safety Committee Minutes

Motion to approve the minutes for the 05/20/15 meeting was made by Jake Larson and seconded by Lori Stich. Motion carried.

4. Accident Review

Parks and Recreation accident on 2/19/2014:

Employee was at the Handke Ice Rink for Hockey Day, MN and employee was moving hockey nets and slipped and fell on the ice.

Recommendation: Ice cleats for employees who are on the ice. Departments would be responsible for purchase of ice cleats if they see necessary. Park and Recreation supervisor indicated he discussed accident with employee and the importance of safety options while on the ice and the need for reporting injuries as soon as possible, no matter how small of injury.

Fire accident on 5/21/15:

Employee cut left arm on a screw that was exposed from a ventilation prop he was setting up for the Fire Academy. It was a rental prop provided by third party that had a screw exposed.

Recommendation: A reminder to review and look at all rental equipment to ensure there are no safety hazards when using rental equipment.

Police accident on 5/28/15:

Employee was running after fleeing suspect, the employee ran into a barbwire fence that was buried in the grass causing puncture wounds and scrapes to parts of the left hand and legs.

Recommendation: Environmental Hazards – no recommendations.

Parks and Recreation accident on 6/11/15:

Employee was pulling weeds and employee got dirt in their eye.

Recommendation: Environmental hazards – no recommendations. Discussion of wearing eye protection while doing outside work was discussed. This was determined to be a fluke accident. No eye protection required.

5. Department Concerns/Updates

Administration (Lori Stich) – no concerns.

Street Division (Tanner Anderson) –no concerns.

Parks Division (Kris Paulseth) – no concerns. Kris is no longer employed with the city. Appointment of new committee member needed.

Waste Water Treatment (Nick Flaherty) – Vehicle Safety Inspection question. Nick was questioning his department's monthly vehicle inspections and if they should be continued. *Recommendation: Nick to review written policy and follow up with supervisor regarding the frequency of required checks.*

Economic Development – n/a.

ERMU – Electrical Department (Mike Thiry) – no concerns.

ERMU – Water Department (Eric Volk) – absent.

Fire/FABS (Chief John Cunningham; Jeff Smith) – no concerns.

Building Maintenance (Jim Lebrun) – no concerns.

Human Resources (Lauren Wipper and Katie Haase) – Update regarding Hepatitis B (type 1 and type 2) vaccinations and distribution (contact with blood on a regular basis), will now include CSO's and possibly reserves. Captains and Sergeants are aware of this update. Chief Cunningham is reviewing policy to see who else should be offered the Hepatitis shots, such as building maintenance, etc.

Liquor Stores (Jake Larsen) – no concerns.

Police (Amy Humphrey) – no concerns.

Recreation Division (Steve Benoit) – no concerns.

Ice Arena (Tony Seibert) – no concerns.

6. **Training**

6.1 The safety consultation update information was provided by Chief Cunningham. Diane Rawlins (consultant) will be working with departments to complete a safety consultation process and re-evaluate the safety program city wide. Diane will be developing a job hazard analysis for every position. The comprehensive evaluations will be for every position and will detail the hazards and safety risks people are exposed to. The goal is to complete the process for all departments and divisions throughout the city by end of year 2015. Diane will also be reviewing department's facility safety checklist process. They'll need to be updated and that will be part of the process.

*City wide first aid and safety training will be happening under city's safety budget. Additional information will be provided when available.

6.2 training conferences and schools – The safety committee was notified that the seasonal training went well. No other comments provided.

7. **Old Business**

7.1 AED signs for the street department have been ordered per Chief Cunningham. They should arrive soon. The signs are V shaped and should work well for visibility purposes. Nick asked about training requirements once an AED is placed in a facility. Chief Cunningham indicated there is no specific training required, although Chief would like to have some employees know how to use AED

equipment. Chief Cunningham also mentioned the Good Samaritan law and how it protects any nonprofessional who attempts to use the device. Nick also inquired about the AED monthly inspection? Chief Cunningham's response: The AED's will be added to the monthly checklist. The AED machines are also on a maintenance program through heart safe for inspection.

7.2 New template for facility checklist will be distributed soon. Chief Cunningham is working on a standard form for all departments to use.

7.3 Tanner to verify the two-man post pounder has been repaired including the bent fork/arm.

7.4 The parks breakers and panels still need labeling. This issue has been escalated to finance and waiting for estimates to come back. This project is a priority to complete.

7.5 All committee members reviewed the bylaws. General consensus was to accept the bylaws and the minor changes discussed.

8. New Business

8.1 No further feedback regarding the Safety Committee assessment survey. Katie will scan and email the results to the group for review.

9. Adjournment

There being no further business, the meeting of the Safety Committee adjourned at approximately 2:37 p.m.

Amy Humphrey
Recording Secretary